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1992-93 UNOPA General Meeting Minutes

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UNOPA EXECUTIVE BOARD MEETING MINUTES
June 2, 1992

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, June 2, 1992, 4:30 p.m. in the SREC Conference Room, East Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Louise DeNovellis
LaRita Lang
Linda Pence
Sherry Warren
Rhonda Zugmier

Luise Berner
Linda Gersib
Sandy Lineberry
Rosemay Sieck
Carla Werner

Ruth Bohmont
Murd Holland
Pam Mahler
Anna Simmons
Lola Young

Absent:

Michelle Sieber

CALL TO ORDER:

The meeting was called to order by President Bennetch at 4:30 p.m.

APPROVAL OF MINUTES:

No previous minutes.

CORRESPONDENCE:

Faye Moulton, Human Resources Employee Relations Coordinator, referred a letter to President Bennetch from CUPA in Oklahoma asking for information about UNOPA and UAAD. A response and information regarding UNOPA has been forwarded to CUPA.

ANNOUNCEMENTS:

President Bennetch announced that she has attended receptions at the Wick Center for the five candidates for the Affirmative Action/Diversity position. All are excellent candidates and a selection will be difficult. The candidates are: E. Shelton Burden, Gwen Combs, Dr. Jeff Wallace, Dr. Guillermo Bailey-Gomez, and Dr. Eric Jolly. Two of the candidates are female.

President Bennetch announced she has reviewed the input from board members regarding Executive Board meeting dates and she will be notifying members as soon as a decision is made as to date and time of the Board meetings.

TREASURER'S REPORT:

No report.

STANDING COMMITTEE REPORTS:

EMPLOYEE CONCERNS: Director Anna Simmons reported there are 3 remaining committee chair vacancies to fill. They are: Parking Advisory (3-year appointment); Parking Appeals (3-year appointment), and Campus Security (2-year appointment).

A motion to approve the following Employee Concerns appointments was made by Director Simmons.

Patti Lutter, Campus Police Committee
Jo Dierking, Campus Safety Committee
Shirley Horstman and Linda Olson, Sue Tidball Award Committee
Joey Kramer, Human Rights Chair (1-year appointment)
Deb Hendricks, Recycling Committee (reappointed by Chancellor)
Jan Harris, EAP (reappointed by Chancellor)

Motion seconded by Sherry Warren. **Motion carried.**

Director Simmons moved the names of DaLene Wiess and Jan Metcalf be submitted to Chancellor Spanier for consideration to serve on the U-Wide Fringe Benefits Committee (3-year appointment). Motion seconded by Luise Berner. **Motion carried.**

PROGRAM COMMITTEE: (Director Michelle Sieber, absent).

In Michelle's absence, President Bennetch reviewed the program calendar for the coming year. Sandy Lineberry opened for discussion the possibility of consolidating our award presentations into one meeting. She was concerned about the many awards being presented and the time needed at so many of our general meetings to present the awards. It is her feeling that more time needs to be given to our professional speakers. She recommended an Awards/Recognition Luncheon be held in April to present all awards with the exception of the Boss of the Year, which would remain as a singular event in November.

President Bennetch noted that some members would prefer the Boss of the Year Luncheon be in March instead of November because their bosses are always gone in November. All board members agreed this would be too much strain on an already burdened Awards Director.

Questions arose as to the Past Presidents' Recognition and when this would be done. Sandy mentioned this recognition could be done at the same meeting.

Following much discussion by the board members, Sandy Lineberry moved that the two Floyd S. Oldt Silver Pen Awards, Floyd S. Oldt Outstanding Staff Award, and Rose Frolik Award be presented at the Awards/Recognition Luncheon to be held at the April General meeting. Seconded by Luise Berner. **Motion carried.**

Sandy Lineberry moved that the recipients of the two Floyd S. Oldt Silver Pin Awards, Floyd S. Oldt Outstanding Staff Award and the Rose Frolik Award be notified and their names published in UNOPA Notes with the understanding that the award/stipend will be presented to them at the April Award/Recognition Luncheon. Seconded by Anna Simmons. **Motion carried.**

The Board approved the following special events calendar for the 1992-93 Program year.

October - 30th Anniversary Celebration
November - Boss of the Year
January - Joint Meeting with UAAD
April - Award/Recognition Luncheon
May - Installation of Officers

SALARY ISSUES: (Ruth Bohmont, Director) President Bennetch indicated no co-director has been appointed as of this date. Director Bohmont discussed the salary issues survey and that she and her new co-director (when appointed) would incorporate new information from federal guidelines on poverty into the survey results. All information from the survey has not been tallied.

SUMMER SOCIAL REPORT: (Niki Smith, Chair) President Bennetch reported for Niki that the summer social will be held August 7, 1992, 7 p.m. at the Legionnaire Club with a Casino Theme. LaRita Lang moved that we accept the plans for the summer social as presented with a budget of \$75. Rosemary Sieck seconded the motion. **Motion carried.**


NEW BUSINESS:

President Bennetch indicated that UNOPA will be 30 years old in October, 1992, and plans to celebrate are underway with Linda Arnold and Luise Berner as Co-chairs.

ADJOURNMENT:

Meeting adjourned at 4:50 p.m.

Respectively submitted,



Linda Pence, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING MINUTES
August 5, 1992

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, August 5, 1992, at 3:30 p.m. in the Reunion on City Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Murd Holland
Linda Pence
Anna Simmons
Lola Young

Ruth Bohmont
Sandy Lineberry
Michelle Sieber
Sherry Warren
Rhonda Zugmier

Linda Gerslib
Pam Mahler
Rosemary Sieck
Carla Werner

Absent:

Luise Berner

Louise De Novellis

LaRita Lang

Guest:

Niki Smith

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

The minutes of the May 5, 1992, meeting were approved as printed, and the minutes of the June 2, 1992, meeting were approved with the necessary corrections.

CORRESPONDENCE:

President Bennetch received correspondence from Bruce Currin regarding the performance evaluation forms. Comments are to be sent to Faye Moulton before Thursday, August 6, 1992. President Bennetch also received correspondence from Bruce Currin requesting the names of three UNOPA members for possible nomination to the Standing Grievance Committee. President Bennetch forwarded the names of Dora Dill, Jean Willis and Ronda Vietz. Sheila Perry thought her appointment was for three years, but after visiting with Faye Moulton for clarification, Sheila found her term has ended.

Carmen Maurer, Interim Director of Affirmative Action, requested our input regarding Discrimination Grievance Procedures. Our comments are to be to President Bennetch no later than August 14, 1992.

Mary Beck, Chancellor's Commission on the Status of Women, has asked for a UNOPA representative as an ex-officio member to that committee. Anna Simmons, as our Employee Concerns Director, will assume that responsibility. If Anna is unable to attend, then Pam Mahler, Co-director, will represent UNOPA.

ANNOUNCEMENTS:

President Bennetch announced Deb Ruthsatz had a baby girl, Caitlyn Alexandra Kelly Ruthsatz on July 2. Caitlyn weighed in at 7 pounds 2 ounces.

Dr. Eric Jolly has been hired as the Assistant to the Chancellor and Director of Affirmative Action and Diversity.

Patti Lutter has a new job at the College of Business Dean's office, 240 CBA (0405), 2-2311. Monie Brownson is now in the Human Resources Office on the fourth floor of the Administration Building. Audrey Schardt is still trying to get back into the UNL system.

SUMMER SOCIAL:

Niki Smith, Chairperson of the Summer Social, thanked Linda Thelen and Peggy Warner for their work on the summer social and for the number of prizes they were able to get. She announced the Summer Social would be held at the Legionnaire Club, 57th & "O" Streets from 6:30-9:30 p.m. on Friday, August 7, 1992. There will be a cash bar. Niki asked if it would be possible for UNOPA to donate a membership for the 1992-93 year for a "NEW" member.

Sandy Lineberry moved UNOPA give a membership for the 1992-93 year for a "NEW" member to be awarded as a door prize at the Summer Social. Seconded by Sherry Warren. Motion carried.

Ruth Bohmont moved to have part of the many prizes obtained for the Summer Social held over and given as door prizes at the 30th Anniversary Party In October. Seconded by Anna Simmons. Motion carried.

There will be a 50/50 drawing at the Summer Social.

TREASURER'S REPORT:

Murd Holland reported she has received the books from Jeanne Andelt and gave information regarding how accounts are to be handled this year. The Kinko's account number is 42171, they will bill UNOPA direct. Our postal zip code is 0541 and should be on all correspondence sent out by UNOPA. If you send out information requiring postage, be sure to send a note to Murd with the committee name and the amount of mail you sent so she can keep the records up to date and can verify postage charges. She would like to have all charges handled in the same way. Quick Copy will bill UNOPA direct also. Our department charge number is LXR-9881309. If you need the University of Nebraska Federal ID number, contact Murd Holland. The Treasurer's books are with the auditor and will be finished shortly.

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier reported she has not been given the books for the Awards Committee to date.

EMPLOYEE CONCERNS: Anna Simmons moved to accept the names of Kathy Westwood to serve on the Parking Appeals Committee; Diane Cihal to serve on the Rape Awareness Committee and for Linda Arnold to serve on the Campus Parking Committee. Seconded by Lola Young. Motion carried.

Anna reported Phyllis Fogerty, Chairperson of the Sick Leave Bank Ad Hoc Committee, and Bruce Currin, Human Resources, have been discussing the possibility of a shorter term of

disability insurance. However, Bruce indicated more than 70% of the University's employees would have to be enrolled in the insurance program, and because of the differences in employee benefits the cost of the shorter term disability program would not be affordable for office/service employees. Therefore, it is the conclusion of the Sick Leave Bank Ad Hoc Committee, that any further work toward the sick leave bank is not feasible at this time. The Executive Board feels a final report should be given to the Director and Co-director of Employee Concerns, and the administration be given notice the committee will not be addressing these issues, to them, in the near future. It is the feeling of this Board the Sick Leave Bank Ad Hoc Committee be disbanded until further notice.

FOUNDATION: Sandy Lineberry had no report to give at this time. The foundation books will be sent to the auditor as soon as the auditor is finished with the Treasurer's books. Sandy is always looking for new participants to the Foundation Account and will be happy to provide anyone interested in contributing to the fund with the necessary paperwork. Most employees currently signed up to donate to the Foundation Account give about \$1. per pay period. It is easy to sign up for payroll deduction.

HOSPITALITY: Linda Gersib reported the shuttle from East Campus to City Campus has increased its rates for the coming year. This year the cost will be \$30. for the shuttle, plus \$.50 per mile and \$12. for the driver. It would cost at least \$2.50 per person riding the shuttle to pay the expense each month. We will use the shuttle for the September meeting on City Campus, but we need a motion to discontinue the use of the shuttle for the rest of the year. The shuttle from City Campus to East Campus was discontinued last year due to lack of response. Linda checked into other ways of getting to City Campus for meetings and found there is always the intercampus bus or car pooling.

Linda Gersib moved to discontinue the use of the shuttle from East Campus to City Campus after the September meeting. Seconded by Murd Holland. Motion carried.

MEMBERSHIP: Rosemary Sieck reported we have 1879 office/service employees at the University according to the records given to her by Human Resources. She wants to do a mailing in August to 1675 of those employees, hoping to increase the size of the UNOPA membership. There are already 245 members of UNOPA. Rosemary will also send cover letters to an additional 245-250 UNOPA members later in August.

It was recommended if we do the additional mailing, we should keep very close records on the number of new memberships received. It was brought to the attention of the membership committee that office/service does not mean all office/service employees may be active members of UNOPA, and they should carefully watch the receipt of memberships making sure the person requesting membership be eligible for active status. Only "office" employees are eligible for active status in UNOPA. All other "service" employees are eligible for associate membership in UNOPA. This is stated in the by-laws and should be noted on all membership forms. It was further recommended the clarification be made in the introduction letter which accompanies each membership application form sent in the original mailing. Linda Pence suggested to President Bennetch she might want to contact Richard Wood, University Counsel, to be sure we are within our rights to state only office personnel are eligible to hold "active" memberships.

Rosemary asked for 2000 new flyers to be printed as 1,675 will be sent in the first mailing, and there are approximately 20 new hires a month. A packet is sent to each new hire. Linda Pence mentioned there is the possibility that a recommendation will be made during the current year to change our name from Personnel to Professionals to stay in line with the national association. We do not want too many flyers on hand due to the cost of reprinting these flyers.

NOMINATING: No report.

PROFESSIONAL GROWTH: Lola Young reported the first workshop will be October 9, 1992. The speaker Geri Piper, will present "Scotopic Sensitivity" for our fall workshop. Geri will charge \$150. for both the morning and afternoon session.

PUBLICITY: No report. It was suggested, however, an article be sent to the Scarlet highlighting the benefits of belonging to UNOPA.

PROGRAM: Michelle Sieber presented the list of programs and meeting dates for the coming year. There is a problem with the November meeting date as all facilities are in use on November 10. The next week is the 17th, but it would mean changing the date of the Bosses Luncheon.

Michelle Sieber moved we change the November meeting date from the 10th to the 17th of November, with the same meeting time and menu. Seconded by Rosemary Sieck. Motion carried.

It was suggested to Michelle she contact Donna Liss, UAAD, regarding the January joint meeting of UNOPA/UAAD.

Michelle Sieber moved we accept the program with the necessary corrections for the 1992-93 year. Seconded by Sherry Warren. Motion carried.

SALARY ISSUES: No report. Ruth Bohmont moved we accept Ronda Vietz as Co-Chair of the Salary Issues Committee. Seconded by Sherry Warren. Motion carried.

UNOPA NOTES: Because Louise De Novellis was absent, President Bennetch announced all articles for UNOPA NOTES be sent to her by next Wednesday, August 12. Please contact Louise at home (435-6471) rather than at her office.

WAYS & MEANS: Sherry Warren announced the Ways & Means Committee is once again planning a raffle, but this year will bring some unusual items. The committee will once again have the 50/50 drawing at each meeting. They are also looking into the possibility of publishing a new cookbook. Sherry will share the information with the Board as soon as it is available to her.

Sherry was asked by President Bennetch to establish written guidelines for security and fairness of any Ways & Means money making projects. It was suggested two people verify monies received and sign a form for documentation.

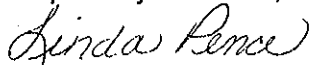
NEW BUSINESS:

Because of the time, new business was tabled for discussion at the next Board meeting.

ADJOURNMENT:

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Linda Pence
Recording Secretary

UNOPA EXECUTIVE BOARD MEETING MINUTES
September 2, 1992

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, September 2, 1992, at 3:30 p.m. in room 214 Plant Industry Bldg., East Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Louise De Novellis
LaRita Lang
Linda Pence
Anna Simmons
Lola Young

Luise Berner
Linda Gersib
Sandy Lineberry
Michelle Sieber
Sherry Warren

Ruth Bohmont
Murd Holland
Pam Mahler
Rosemary Sieck
Carla Werner

Absent:

Rhonda Zugmier

Ronda Vietz

Guest:

Lorraine Moon

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

Luise Berner moved to approve the minutes of the May 19, 1992, Executive Board Meeting with the correction that Susan Ray is absent. Seconded by Anna Simmons. **Motion Carried.**

Lola Young moved to approve the minutes of the June 2, 1992, combined meeting of the 1991-92 and 1992-93 Executive Boards with the following amendment. The 1991-92 Executive Board are to be congratulated for a job well done. Seconded by Anna Simmons. **Motion carried.**

The minutes of the August 5, 1992, meeting were approved with the following corrections: under Employee Concerns Committee Report Sandy Lineberry moved to disband the Sick Leave Bank Ad Hoc Committee. Seconded by Anna Simmons. **Motion carried.** Under the Salary Issues Committee, Ronda Vietz should be listed as Co-director, not Co-chair. In the June 2, 1992, meeting minutes the names of Rosemary Sieck and Jan Medcalf were misspelled.

CORRESPONDENCE:

President Bennetch received correspondence from Mary Beck, Chancellor's Commission on the Status of Women, regarding the Family Leave Policy. A copy of the correspondence is available from President Bennetch.

President Bennetch received a note from Rhonda Zugmier regarding chain letters sent to UNOPA members in her department. REMEMBER, it is the policy of UNOPA not to give membership rosters to any other group. The membership roster is not public information.

Michael Mulnix, University Relations, wants us to submit any information which would be of interest for regional and/or national distribution. He feels because of the budget crunch, anything of interest to outstate Nebraskans or of National interest regarding the University of Nebraska should be publicized.

Chancellor Spanier has requested our input regarding the draft of the Budget Reallocation and Reduction Procedures. Be sure to have additional persons in your department give their comments regarding the draft. President Bennetch will then combine our responses and send a letter to Chancellor Spanier.

Dr. Doug Zatechka, University Housing, called President Bennetch to get UNOPA's reaction to the new Faculty/Staff Picture ID/Campus Service Card proposal. He will come to the September General Meeting to explain this proposal.

President Bennetch received a letter regarding the Alzheimer's Memory Walk on September 13, 1992. This is explained in detail in *UNOPA NOTES*. Please be sure to read this article.

ANNOUNCEMENTS:

President Bennetch announced Audrey Schardt has taken a job with the State of Nebraska Department on Aging.

Louise De Novellis has a new FAX number...2-9338.

Ronda Vietz has a new address on campus. She is now at 248 WSEC (0656). Her new phone number is 2-3091.

The first President's Brown Bagger is September 14. Look in *UNOPA NOTES* for details. The October Brown Bagger is being planned with Dave Temple, Ombudsperson, as the speaker.

The Division of Continuing Studies has picked March 6, 1992, to be the date for the spring workshop sponsored by UNOPA and the Lincoln Public Schools. Ruth Thone will be speaking on "Women in Aging." President Bennetch mentioned this topic affects all ages, young and old, men and women. Registration will be from 8:30 - 9:15, and the workshop will last until noon. The workshop will be held in the Omaha Room at the Nebraska Center for Continuing Education. The cost is \$50.00. The Chancellor has previously supported one half of the cost, and we believe the same to be true this year.

Due to the length of Executive Board Meetings, President Bennetch has asked Sandy Lineberry to be our official timer. Each person will have a maximum of six minutes on an issue. Hopefully, this will help us stay on schedule.

President Bennetch announced she has contact people for office/service organizations at the other University campuses. She thanked LaRita Lang for obtaining this information for her. President Bennetch will send our greetings and support. She hopes to open the channels of communication with each of these contact persons.

TREASURER'S REPORT:

Murd Holland announced the August 1, 1992, balance was \$1,484.15 with income \$ 270.50 and expenses of \$ 428.73 leaving a September 2, 1992, balance of \$1,328.92. Murd reported the income was from the Summer Social. Murd Holland moved to approve the Treasurer's Report as given. Seconded by Michelle Sleber. **Motion carried.**

STANDING COMMITTEE REPORTS:

AWARDS: No report.

CORRESPONDING SECRETARY: LaRita Lang has sent a letter to Carmen

Mauer regarding expenses for travel to State Meetings and the National Conference. She has not received an answer, but expects one shortly. She has received the names of eight people who are planning to attend the NEOPA Fall Workshop in Omaha on October 3. She will make the announcement at the September General Meeting and will announce we should all pay our own registration fees. Upon confirmation from Carmen Mauer, we will be reimbursed for our registration fees.

EMPLOYEE CONCERNS: Anna Simmons brought up the question of the Employee Concerns Survey. She asked us to decide on a budget for her committee so they know where they stand. Sandy Lineberry moved that UNOPA sponsor a UNOPA Survey to be sent to all office/service personnel. Seconded by Sherry Warren. **Motion carried.**

Pam Mahler questioned whether the survey could be done by more than one committee so the cost would be split accordingly. The only foreseen problem is the document would be longer and the response rate could be lower than we hoped.

Luise Berner moved to amend the motion made by Sandy Lineberry, to seek cooperation with other entities on campus in developing the questionnaire. Seconded by Anna Simmons. **Motion carried.**

The Executive Board agreed to keep the Employee Concerns budget at \$250 as recommended by Anna Simmons.

In an August 19, 1992, letter Dalene Wiess was appointed by Chancellor Spanier to the U-Wide Fringe Benefits Committee.

Pam Mahler sent memos to all Employee Concerns Committee representatives thanking past committee representatives for their work and welcoming new representatives.

FOUNDATION: Sandy Lineberry reported she has six new members signed up to donate to the Foundation Funds account.

HOSPITALITY: Linda Gersib reported as of September 2, 78 people were signed up for the September General Meeting. There were 26 paid lunches and 14 people had signed up to ride the shuttle. She has received her materials from Susan Ray.

MEMBERSHIP: Rosemary Sieck reported the first mailing had been sent and she congratulated her committee members for a job well done. Michelle Sieber stated rather than add additional cost to the Membership Committee budget, the entire years' UNOPA program will be printed in *UNOPA NOTES*. Members wanting to keep the copy may do so by referring to *UNOPA NOTES* or making a copy to hang on their bulletin board.

Rosemary Sieck moved to raise the Membership Committee budget to \$630. Seconded by Linda Pence. **Motion carried.**

NOMINATING: Luise Berner reported "job descriptions" will be updated and should be the first item in our notebooks when we pass them on next year. If the "job description" changes during the year, notes should be made and handed down.

PROFESSIONAL GROWTH: Lola Young reported the first workshop will be October 9, 1992. The program will be "Scotopic Sensitivity" and information will be in *UNOPA NOTES* and the *Scarlet*. Linda Pence will announce workshop information at the September General Meeting.

PUBLICITY: Carla Werner reported an article was printed in the *Scarlet*, and the committee was very pleased. The *Scarlet* made a few changes but nothing which would detract from UNOPA.

PROGRAM: Michelle Sieber reported the speaker has been confirmed for the September 8, 1992, meeting. The topic will be "Woman Power 92."

SALARY ISSUES: Lorraine Moon, 1991-92 Chair, announced the results of the Salary Issues Survey are ready. She asked about the proper length of time for keeping the results. It was suggested the results be kept for a minimum of three years. Information will be in *UNOPA NOTES*.

UNOPA NOTES: Louise De Novellis reported the deadline for *UNOPA NOTES* is September 14. She hopes to have the September issue finished by September 23 or 24.

WAYS & MEANS: Sherry Warren moved UNOPA sell cookbooks, on a prepayment basis, with recipes by UNOPA members as a Ways and Means project. Seconded by Luise Berner. **Motion carried.**

Sherry Warren reported the cookbooks would sell for \$6.00 with a profit margin of \$3.00 for each cookbook sold.

Sherry Warren moved the Ways and Means budget be \$200. Seconded by Linda Gersib. **Motion carried.**

UNFINISHED BUSINESS:

The final report on the Summer Social is in your folders.

Linda Pence's report on the National Conference is also in your folder and has been printed in *UNOPA NOTES*.

Linda Arnold and Luise Berner are Co-chairs for UNOPA's 30th Anniversary Celebration.

Also in your folders are copies of Discrimination Grievance Procedures and the Budget Reallocation/Reduction Draft.

Michelle Sieber moved to accept Linda Pence and Deb Hendricks as Co-chairs for the NEOPA Fall Meeting, October 1993, to be held at the East Campus Union. Seconded by LaRita Lang. **Motion carried.**

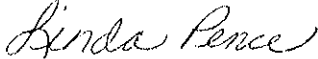
NEW BUSINESS:

No new business.

ADJOURNMENT:

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Linda Pence
Recording Secretary

UNOPA EXECUTIVE BOARD MEETING MINUTES
October 7, 1992

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, October 7, at 3:30 p.m. at the Reunion on City Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Linda Gersib
Linda Pence
Lola Young

Luise Berner
LaRita Lang
Michelle Sieber
Rhonda Zugmier

Ruth Bohmont
Pam Mahler
Rosemary Sieck

Absent:

Louise De Novellis
Anna Simmons
Carla Werner

Murd Holland
Ronda Vietz

Sandy Lineberry
Sherry Warren

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

Michelle Sieber moved to accept the September 2, 1992, Executive Board Meeting minutes with the following correction: May 19, 1992, minutes of the Executive Board should read Susan Ray was absent. Seconded by Luise Berner. Motion carried.

CORRESPONDENCE:

President Bennetch received correspondence from Chancellor Spanier thanking us for our thoughtful and constructive comments on the Budget Reallocation and Reduction Procedures Draft.

At Chancellor Spanier's request, Herb Howe has asked to meet with the Executive Board to brainstorm suggestions on "How to Reduce the Budget." The meeting will be held on Wednesday, October 14, 1992, at 214 Plant Industry on East Campus. The meeting will start promptly at 3:00 p.m.

Wave Marcsisak, Chairperson of the NEOPA Ways and Means Committee, has asked for help selling raffle tickets for a quilt. Sherry Warren will have the tickets for sale at monthly meetings. The tickets sell for \$1 each or 6 for \$5. We have until the NEOPA Spring Conference to sell these tickets.

ANNOUNCEMENTS:

President Bennetch sent the *Daily Nebraskan* reporter a thank you note for the nice article highlighting Sue Ellen Wall's presentation at the September General Meeting.

President Bennetch attended the Deans and Directors meeting on September 9, 1992. She announced UAAD plans to take a proactive stand this year and announced UAAD's program on Total Quality Management.

Ruth Bohmont moved to accept DaLene Wiess as UNOPA's exofficio member of the Academic Senate for the present term. Seconded by Rhonda Zugmier. **Motion carried.**

FOUNDATION: Sandy Lineberry sent her report. She has appointed Jacque Virts and Sheila Perry to her committee.

HOSPITALITY: Linda Gersib reported as of October 7, 1992, 122 people had signed up for the October General Meeting. There are 41 paid lunches. Rose Frolik will attend and help us celebrate 30 years of UNOPA.

MEMBERSHIP: Rosemary Sieck reported 118 renewed memberships, 31 new members, and 17 honorary members. She still needs committee member lists from several directors. Rosemary and her committee will start calling on October 19, 1992, to remind members to renew their memberships.

NOMINATING: Luise Berner reported "job descriptions" are almost finished. Linda Pence moved to give Luise Berner the authority to write the new job descriptions without the Executive Board overseeing the project. Seconded by Linda Gersib. **Motion carried.**

PROFESSIONAL GROWTH: Lola Young reported the October 9, 1992, fall workshop has been canceled due to poor response. Only 11 people signed up for the workshop. Three people called for reservations after the deadline. Lola and her committee will discuss the possibility of providing another workshop.

PUBLICITY: In Carla's absence, President Bennetch reported the flyer for next month's meeting will be sent by the Publicity Committee to accommodate an early reservation deadline. Michelle Sieber will work with Linda Gersib on the flyer.

PROGRAM: Michelle Sieber reported Chancellor Graham Spanier will speak on the Changing American Family at the October General Meeting. Because it is UNOPA's 30th Anniversary, cake has been ordered and will be served. There will be lots of balloons to help make it a cheerful celebration.

SALARY ISSUES: Ruth Bohmont reported Bruce Currin called about the salary issues survey to clarify the \$10,000 incomes of employees who work 40 hours per week. He noted many of these employees are in a nine month position instead of a full 12 month position which accounts for the difference in their yearly salaries.

UNOPA NOTES: In Louise De Novellis's absence, President Bennetch reported the deadline for *UNOPA NOTES* is October 12.

WAYS & MEANS: In Sherry Warren's absence, Pam Mahler announced 240 recipes have been received and 173 cookbooks have been sold. Lola Young moved to order a total of 400 cookbooks at a cost of \$1060. Seconded by LaRita Lang. **Motion carried.** Rationale: we have collected the money to pay for all 400 cookbooks, and the difference between the 400 and 173 sold would be clear profit.


UNFINISHED BUSINESS:

Pam Mahler presented an idea for our community project. After a meeting with other EAP employees, it was suggested UNOPA set up an Emergency Fund for employees of the University who need emergency assistance (medications and food). The project would be monitored through the EAP office. Pam Mahler moved to have UNOPA sponsor an Emergency Fund working through EAP to be titled later. Seconded by LaRita Lang. **Motion carried.**

ADJOURNMENT:

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,


Linda Pence, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING
November 4, 1992

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, November 4, 1992, at 3:30 p.m. in room 214 Plant Industry Bldg., East Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Luise Berner
Ruth Bohmont	Linda Gersib	Murd Holland
LaRita Lang	Sandy Lineberry	Pam Mahler
Linda Pence	Michelle Sieber	Rosemary Sieck
Ronda Vietz	Sherry Warren	Carla Werner
Lola Young	Rhonda Zugmier	

Absent:	Louise De Novellis	Anna Simmons
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CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

Luise Berner moved to accept the minutes of the October 7, 1992, Executive Board meeting with the following corrections: Employee Concerns: President Bennetch reported Kathy Westwood, Chairperson of Parking Appeals, expressed her concern about the remote parking areas' lack of security, lighting, and police patrolling. In the second paragraph Conagra should be ConAgra. Seconded by Lola Young. **Motion carried.**

CORRESPONDENCE:

President Bennetch received a letter from Clarice Orr, RUN (Retirees of the University of Nebraska), asking for names of retired UNOPA office/service persons who might be interested in filling a position on the RUN board.

Margaret Peeples, Northeastern State University (Oklahoma), asked for information about how UNOPA operates. President Bennetch sent her materials and copies of our constitution and bylaws.

A letter was received from Chancellor Spanier regarding the fee for the LPS/UNOPA sponsored workshop. The Chancellor is asking departments to absorb the entire cost of the workshop for each employee wanting to attend.

TREASURER'S REPORT:

Murd Holland reported October 1, 1992,	
Balance	\$1,894.81
Income	\$2,269.56
Expenses	\$1,346.78
Ending Balance October 31, 1992	\$2,817.59

Murd asked that we send her a note when we have postage expenses. Let her know how many letters were sent and the date. Luise Berner moved to accept the Treasurer's report as presented. Seconded by Sherry Warren. **Motion carried.**

Lola has asked Dr. Eric Jolly to present two brown bag lunches to be scheduled in December.

UNOPA NOTES: The deadline for *UNOPA NOTES* is November 18, 1992. President Bennetch was asked by a representative from the Gay/Lesbian Support Group (Faculty/Staff) for assistance in getting information to office/service employees about future support group meetings. Information was included in the last newsletter. The Homophobic Awareness Committee will submit an article for a future newsletter.

WAYS & MEANS: Sherry Warren reported 209 cookbooks have been sold. Sherry has been contacted by a representative from Raising Dough Products about another fund raiser.

UNFINISHED BUSINESS:

President Bennetch, Pam Mahler, and Nancy Myers will meet regarding the guidelines for the UNOPA/EAP Emergency Fund. A presentation will be made at the Bosses' Luncheon.

Recommendations were made for the final draft of the "How to Cut the Budget" document requested by Herb Howe.

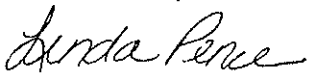
NEW BUSINESS:

Sandy Lineberry recommended Sue Drammeh's name be submitted for the NEOPA Professional Employee of the Year Award. This item was tabled until the December meeting. Additional candidates are to be submitted at that time.

ADJOURNMENT:

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Linda Pence
Recording Secretary

UNOPA EXECUTIVE BOARD MEETING
December 2, 1992

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, December 2, 1992, at 3:30 p.m. in the Reunion on City Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Linda Gersib
Pam Mahler
Rosemary Sieck

Ruth Bohmont
LaRita Lang
Linda Pence
Ronda Vietz

Louise De Novellis
Sandy Lineberry
Michelle Sieber
Lola Young

Absent:

Luise Berner
Sherry Warren

Murd Holland
Carla Werner

Anna Simmons
Rhonda Zugmier

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

The minutes of the November 4, 1992, Executive Board meeting were approved with the following corrections: Employee Concerns: Kathy Westwood was listed as Chairperson of the Parking Appeals Committee. It should read Kathy Westwood, Parking Appeals Committee member.

CORRESPONDENCE:

President Bennetch received a copy of the memo Chancellor Spanier sent Deans and Directors regarding the Evaluation Process. A copy of the memo should be posted in each department. The memo allows office/service personnel to evaluate their immediate supervisors.

Dr. Goebel has announced a New Recycling Advisory Committee. Debbie Hendricks, member of the old Recycling Advisory Committee will no longer serve as a committee member. Pam Mahler moved to accept Tammy Aufenkamp as the UNOPA representative for the New Recycling Advisory Committee for the designated term. Seconded by LaRita Lang. Motion carried.

TREASURER'S REPORT: No report.

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier has the bills ready for the Floyd S. Oldt Foundation account. Nomination forms for the Floyd S. Oldt Silver Pen Awards will be in the mail soon. Nomination forms need to be back to Rhonda by mid January.

CORRESPONDING SECRETARY: LaRita Lang sent cards to: Susan Voss who received the Regents Kudo Award; Carolyn Gill's father had heart surgery; Jan Wacker had hip surgery; Murd Holland had foot surgery; and Dee Hughes celebrated her 50th wedding anniversary.

LaRita will send Jeanne Andelt a report for the *NEOPA NEON* regarding the Central Area Development Day in February.

EMPLOYEE CONCERNS: Pam Mahler discussed the Employee Concerns survey with Pam Murray, Director of Employee Concerns for UAAD. UAAD has not done a survey since 1989-90 and have recently tabled the survey idea because of cost involved. Another meeting will be held to determine

UNOPA EXECUTIVE BOARD MEETING
January 6, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, January 6, 1993, at 3:30 p.m. in room 214 Plant Industry Bldg., East Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Luise Berner
Louise De Novellis	Linda Gersib	Murd Holland
LaRita Lang	Sandy Lineberry	Pam Mahler
Linda Pence	Michelle Sieber	Rosemary Sieck
Anna Simmons	Ronda Vietz	Carla Werner
Lola Young	Rhonda Zugmier	
Absent:	Ruth Bohmont	Sherry Warren

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the December 2, 1992, Executive Board meeting were approved as printed.

ANNOUNCEMENTS:

Sylvana Airan from Pakistan will speak at the President's Brown Bag luncheon at the East Campus Union on January 19, 1993, and on City Campus on January 21, 1993.

TREASURER'S REPORT:

Murd Holland reported December 1, 1992,	
Balance	\$2,782.72
Income	\$1,993.33
Expenses	\$ 259.11
Ending Balance December 31, 1992	\$4,516.94

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier reported a flyer for the Floyd S. Oldt Silver Pen Awards will be sent to all office/service personnel. A mailing has already been sent to Deans and Directors. The deadline to return forms to Rhonda is January 25, 1993. Flyers for the Floyd S. Oldt Outstanding Staff Award will be sent to all office/service personnel on January 26, 1993.

CORRESPONDING SECRETARY: LaRita Lang reported eight people are planning to attend the Central Area Professional Development Day in Springfield, Illinois, February 6, 1993. They are: Jeanne Andelt, Sandy Lineberry, Linda Pence, Kathy Bennetch, Michelle Sieber, Joyce Peters, Sandy Watmore, and Maggie Kahler.

EMPLOYEE CONCERNS: Anna Simmons reported she met with Agnes Adams, George Rader, and others concerning employee benefits. The committee feels several things should be sent back to the U-Wide Fringe Benefits Committee in regard to the new Family Leave Policy.

NOMINATING: Luise Berner reported job descriptions are finished and have been sent to each board member. Her committee will begin the search for candidates for the 1993-94 year.

PROFESSIONAL GROWTH: Lola Young reported the flyers and posters announcing the spring workshop are almost finished. Lola has ordered the plaques for the two PSP recipients, Betty James and Linda Gersib. She plans to award the plaques at the January general meeting.

PROGRAM: Michelle Sieber received a "thank you" from Rock 'N Roll Runza. She will fill out the questionnaire and return it with our comments about the facility used for the December luncheon. It is possible we will be able to use the room again next year and buy our lunches downstairs rather than have the luncheon catered. Michelle and her committee will meet to discuss alternatives to the luncheons we have each month. The committee will review our options and report back to the board with their considerations.

PUBLICITY: Carla Werner reported plans to continue announcements in the Scarlet.

UNOPA NOTES: The deadline for *UNOPA NOTES* is January 18, 1993. Louise asked us to call her if we are sending her a FAX. She shares the FAX machine with other offices and is not always aware one has been sent.

WAYS & MEANS: In Sherry Warren's absence, President Bennetch reported the cookbooks arrived on December 23, 1992. Sherry and her committee will sack up the cookbooks, label them, and have them ready to distribute at the January general meeting. There will be additional cookbooks for sale at the meeting.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

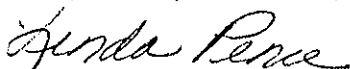
President Bennetch has received information from the National Association regarding two satellite workshops. The Professional Growth Committee might want to consider this as an option for a fall or spring workshop next year. Copies of the information will be forwarded to Lola Young.

Martha Mettscher from Great Bend, Kansas, has been elected NAEOP President-elect for the 1993-94 year.

ADJOURNMENT:

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,



Linda Pence

Recording Secretary

UNOPA EXECUTIVE BOARD MEETING
February 3, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, February 3, 1993, at 3:30 p.m. in the Reunion on City Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Luise Berner
Ruth Bohmont	Jeanette Fisher	LaRita Lang
Sandy Lineberry	Linda Pence	Michelle Sieber
Rosemary Sieck	Ronda Vietz	Sherry Warren
Carla Werner	Lola Young	Rhonda Zugmier
Absent:	Murd Holland	Anna Simmons

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

The minutes of the January 6, 1993, Executive Board meeting were approved as printed.

ANNOUNCEMENTS:

At the Dean/Directors' Meeting, Vi Schroeder, Publications, is heading a task force to study a possible merger of major publications, printing services, and printing facilities.

The next President's Brown Bagger is February 23 on East Campus and February 24 on City Campus. Shawn Bordeaux, American Indian and UNITE President will be our speaker. Liz Carranza-Rodriguez will present our April President's Brown Bagger. April 22 and 23 are the dates, but sites have not been confirmed.

The Lincoln-Lancaster Commission on the Status of Women is holding a dinner on Saturday, March 6, 1993, at 6p.m. The cost is \$15 per person and the theme is "Women Who Dare."

CORRESPONDENCE:

President Bennetch received a letter from Bruce Currin regarding the Service Awards on February 9, 1993, at the City Union. Jeanette Fisher and LaRita Lang will cover the event.

Bruce Currin, Human Resources, has asked the UNOPA Board to submit three names for a Child Care Task Force. Bruce will select one person from our recommendations to serve the three year appointment. The task force will meet once a month. Recommendations should be sent to Kathy Bennetch.

TREASURER'S REPORT:	Beginning Balance:	January 1, 1993,	\$4,516.94
	Income:		\$ 439.25
	Expenses:		\$2,305.68
	Ending Balance:	January 31, 1993,	\$2,631.78

Concerns were raised regarding the cost of checking services at Norwest Bank. Murd would like to start checking into other banks for cheaper services. In the future, the cost of services for insufficient fund checks will be billed to the person who wrote the insufficient fund check.

recommendation was made to serve lunch at the three major events next year. Those events are the Bosses' Luncheon, the Past Presidents' Luncheon, and the Installation of Officers Luncheon. The high cost of lunches is a major concern for everyone. Michelle and her committee will solicit suggestions from all UNOPA members.

Dora Dill has expressed an interest in chairing the Summer Social.

SALARY ISSUES: Ruth Bohmont discussed the upcoming budget. Sandy Lineberry moved to send an opinion poll to all office/service personnel at UNL asking for their opinion on the upcoming budget. Seconded by Ronda Vietz. Motion carried.

UNOPA NOTES: The deadline for *UNOPA NOTES* is February 12, 1993. This issue will be sent to NAEOP for competition.

WAYS & MEANS: Ways and Means have sold 263 cookbooks. Sherry was asked to provide the Executive Board with an expense versus profit sheet on the cookbook sales. Sherry will send a flyer to the *Scarlet* offering cookbooks for sale. The Ways and Means Committee is planning a raffle this spring.

UNFINISHED BUSINESS: None.

NEW BUSINESS: President Bennetch would like to establish guidelines for creating a History Task Force. The task force will consist of Sandy Lineberry, Linda Pence, Luise Berner, Michelle Sieber, Niki Smith and Kathy Bennetch. The task force will be responsible for going through the archives and keeping only the records we need and making a list of our history like NAEOP has.

ADJOURNMENT:

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,



Linda Pence, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING
March 3, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, March 3, 1993, at 3:30 p.m. in the Forestry Conference Room-Plant Industry Bldg. on East Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Ruth Bohmont
Louise De Novellis	Jeanette Fisher	Murd Holland
LaRita Lang	Sandy Lineberry	Linda Pence
Michelle Sieber	Rosemary Sieck	Anna Simmons
Ronda Vietz	Sandy Watmore	
 Absent:	 Luise Berner	 Sherry Warren
Carla Werner	Lola Young	Rhonda Zugmier

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the February 3, 1993, Executive Board meeting were approved as printed.

COMMUNICATIONS:

President Bennetch received a letter from Shelly Everett expressing her concerns regarding the Floyd S. Oldt Awards. President Bennetch responded personally.

Linda Cooper, President of UNO EOPA, sent President Bennetch materials about their association. Kathy would like to see more networking between UNOPA and UNO EOPA.

Jackie Fuller, NAEOP President-elect, sent a letter thanking us for the honorary membership in UNOPA. She noted her pleasure at being asked to speak for us in February and hopes to return in the future.

President Bennetch received a phone call from Bruce Currin, Human Resources, asking for a meeting with Faye Moulton, Human Resources; Ronald Ross, Affirmative Action & Cultural Diversity; Michelle Sieber, President-elect; Anna Simmons, Director Employee Concerns; and President Bennetch. The meeting will be held on March 16, 1993.

ANNOUNCEMENTS:

March 6, 1993, is the date of Ruth Thone's workshop, "Empowering Ourselves As We Age," and will be held at the Nebraska Center for Continuing Education at a cost of \$50.

The February President's Brown Bagger with Shawn Bordeaux was a success. There were many non-UNOPA members in attendance.

The next President's Brown Bagger is April 22 and 23. Liz Carranza-Rodriguez, Multi-Cultural Affairs, will be our speaker.

Saturday evening, March 6, 1993, is the Lincoln-Lancaster Commission on the Status of Women, "Women Who Dare", presentation at the City Union.

Reason for Change:

When concerns are directed to the Executive Board and decided upon by a majority membership vote at a general meeting, the Employee Concerns Committee does not have ample time to respond to the needs of the organization in a timely fashion. The Employee Concerns Committee should have the responsibility for the issues presented to the group as a whole. This change was the consensus of the Employee Concerns committee present at the February 10, 1993, meeting.

This recommendation for a change in the Constitution was sent back to the Employee Concerns Committee for a rewrite to include the Executive Board as part of the consensus vote.

A letter from Linda Arnold was presented regarding the Parking Advisory Committee. All members of the Executive Board were urged to read the information carefully and ask for input from other employees in their departments and make their suggestions known to Linda Arnold.

President Bennetch talked with John Marker from the Custodial Division and will be attending their staff meetings the end of March.

Anna Simmons, Jeanette Fisher, and Kathy Bennetch will be working on a job description package (like UAAD has done) which will identify each committee chair and outline their job duties.

FOUNDATION: Sandy Lineberry reported (5) UNOPA members have been approved by the Foundations Committee for reimbursement: Joey Kramer - \$49.20; Charlotte McAvoy - \$50.00; Michelle R. Strickler - \$50.00. The remaining (2) recipients are Foundation members whose requests were approved by a vote of the UNOPA Executive Board, February 3, 1993: Sandy Lineberry - \$46.33; and Sheila Perry - \$50.00. Theodora Walker's request was not approved due to having received a stipend in June, 1992. The rules state "to allow maximum sharing in the benefits of this fund, stipends will not be granted to the same individual in two consecutive years." The paperwork has been processed with the Foundation and congratulations-approval letters have been written to the applicants. Checks should arrive within the month and will be sent to the applicants at that time. Sandy reported all reimbursement requests were related to taking classes at UNL. The committee has approved (5) \$50 stipends for the period ending June 1.

HOSPITALITY: Sandy Watmore reported 95 reservations for the March 9, 1993, General Meeting.

MEMBERSHIP: Rosemary Sieck reported 11 newly hired employees have been sent letters about UNOPA.

NOMINATING: Sandy Lineberry moved to accept the slate of candidates, presented in a memo from Luise Berner, for the 1993-94 year. Seconded by Sandy Watmore. **Motion carried.**

PROFESSIONAL GROWTH: Lola Young, by written motion, moved the \$654.81, profit from the February 12, 1993, Winter UNOPA Workshop, be transferred from the UNOPA General Fund to UNOPA's Foundation Fund. Seconded by Michelle Sieber. **Motion carried.**

Lola Young, by written motion, moved after the April 30, 1993, Spring UNOPA Workshop, an honorarium of \$150 be paid to Dr. Lyn Jakobsen for being our presenter. Seconded by Ruth Bohmont. **Motion defeated.** It is the feeling of the Executive Board that by paying Dr. Lyn Jakobsen for being our presenter we would be setting a precedent. In the past we have not paid for our speakers from campus. Sandy Lineberry moved the April 30, 1993, workshop be a non-fee workshop for UNOPA members with a \$5 nominal fee for non-members. Seconded by Jeanette Fisher. **Motion carried.**

Rationale: It is the feeling of the Executive Board that UNOPA members already pay their annual dues and the cost of one workshop. They should get a workshop during the year at no charge.

UNOPA NOTES: The deadline for *UNOPA NOTES* is March 15, 1993. The February issue will be sent to NAEOP for competition.

UNOPA EXECUTIVE BOARD MEETING

April 7, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, April 7, 1993, at 3:30 p.m. at the Reunion on City Campus.

ATTENDANCE:

Present:	Kathy Bennetch Jeanette Fisher Sandy Lineberry Rosemary Sieck Sandy Watmore	Luise Berner Murd Holland Linda Pence Ronda Vietz Lola Young	Ruth Bohmont LaRita Lang Michelle Sieber Sherry Warren Rhonda Zugmier
Absent:	Louise De Novellis	Anna Simmons	Carla Werner
Guest:	Nancy Myers		

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the March 3, 1993, Executive Board meeting were approved adding the slate of candidates for 1993-94: President-elect: Niki Smith and Rhonda Zugmier. Treasurer: Maggie Kahler, Rosemary Sieck, Roddy Spangler, and Nell Stotz. Recording Secretary: LaRita Lang and Nelvie Lienemann. Corresponding Secretary: Carla Werner, Shirley Horstman, and Susan Ray.

COMMUNICATIONS:

President Bennetch received notification from Bruce Currin stating Laura Rife, Affirmative Action & Cultural Diversity, had been selected as our Child Care Task Force representative.

President Bennetch received a letter from Clarice Orr of the RUN Program asking UNOPA to help support or cosponsor a workshop. Lola Young moved UNOPA advertise the upcoming RUN Workshop at the April General Meeting and in the April issue of *UNOPA NOTES*. Seconded by Rhonda Zugmier. Motion carried. Ruth Bohmont moved UNOPA donate \$25 toward the cost of the RUN Program Workshop. Seconded by Sherry Warren. Motion carried.

John Benson sent President Bennetch a copy of the Academic Planning-Procedures to be invoked for Significant Budget Reallocations and Reductions.

Dave Temple, Student Ombudsperson, sent a memo regarding the C-VIS Service. It is a free service for University information, and he urges the use of C-VIS for advertising UNL services and upcoming deadlines.

The NAEOP Affiliate Newsletter Packet #3 has arrived and the PSP information was given to Lola Young. The additional information about the NAEOP Conference and Institute was given to Michelle Sieber who will be the delegate to the Advisory Council.

ANNOUNCEMENTS:

The President's Brown Bagger will be held April 22 and 23. Liz Carranza-Rodriguez, Multicultural Affairs, will be the presenter.

President Bennetch will be attending Custodial Meetings on April 29 and 30.

President Bennetch met with Jim Gallagher and Ron Fuller from Parking Services. They acknowledged our concerns regarding parking and ask we take a pro-active approach when individuals have problems with parking.

Annual UNOPA reports are due to President Bennetch by May 21, 1993.

Jeanette Fisher, Co-director Employee Concerns, moved to approve the change in the UNOPA By-Laws as written below. Seconded by Sherry Warren.

Article V - Committee

Section 2--The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments, or actions taken on issues. Any major policy statements must be "reviewed" before the Executive Board.

Reason for change:

1. The Employee Concerns Committee should not only be comprised of just sub-committee chairs. This opportunity should be justified to any UNOPA member who has the intent of involvement within the Employee Concerns Committee (when needed). 2. The second sentence is a duplicate of the first. 3. When concerns are directed to the Executive Board and decided upon by a majority membership vote at a general meeting, the Employee Concerns Committee does not have ample time to respond to the needs of the organization. The Employee Concerns Committee should have the responsibility for the issues presented to the group as a whole. This change was the consensus of the Employee Concerns committee present at the March 29, 1993, meeting.

Sandy Lineberry moved to amend the last sentence of Article V, Section 2- Committee change to read: Any major policy statements must be approved by the Executive Board. Seconded by Ronda Vietz. Motion carried.

The original motion was approved as amended by majority vote of the Executive Board.

FOUNDATION: Sandy Lineberry reported she has received a check for the profits from the Professional Growth Fall Workshop to be deposited in the foundation account.

HOSPITALITY: Sandy Watmore reported Helen Unger donated a check to the treasury equal to the cost of her lunch for the April meeting.

MEMBERSHIP: Rosemary Sieck reported 278 members.

NOMINATING: The newly elected officers for the 1993-94 year are: President-elect, Rhonda Zugmier; Treasurer, Rosemary Sieck; Recording Secretary, LaRita Lang; and Corresponding Secretary, Shirley Horstman. Election results will be formally announced to the general membership at the April General Meeting. Luise Berner moved to destroy the ballots two weeks from today, which would be April 21, 1993. Seconded by Lola Young. Motion carried.

PROFESSIONAL GROWTH: Lola Young reported flyers have gone out for the April 30 workshop.

UNOPA NOTES: The deadline for *UNOPA NOTES* is April 16, 1993.

WAYS & MEANS: Sherry Warren reported the raffle is under way and each UNOPA member will be receiving 10 tickets to sell.

UNFINISHED BUSINESS:

Nancy Myers, Director Employee Assistance Program, explained the UNOPA Emergency Loan Fund (ELF). Nancy reported the program would be set up much like the programs at the University of Maine and Johns Hopkins. The fund will need approximately \$6,000 before loans will be given. Employees could be loaned, interest free, up to \$750 dollars (the loan would be paid back thru payroll deduction) for such emergencies as co-payment for surgery, psychological or substance abuse treatment, burial expenses for the death of a spouse or a child, airfare to a parents funeral, lawyer retainer fee (for divorce or other civil legal problems), emergency furnace replacement, overdue rent, car repairs, utilities, and other personal crises as defined by the ELF committee. Employees could access the ELF only after other means are exhausted such as savings accounts, credit cards, and loan eligibility. Nancy indicated an Ad Hoc Committee will be established to work on procedure guidelines. An advisory group would make decisions on who gets the funds based on the application, proof of need, and documents stating a loan could not be obtained elsewhere. At least three people from the advisory group would have to make the decision solely on the information provided with name deleted. We will need to make this information available to the UNL general public.

UNOPA EXECUTIVE BOARD MEETING MINUTES

May 5, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, May 5, 1993, in the Forestry Conference Room, East Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Louise De Novellis
LaRita Lang
Michelle Sieber
Ronda Vietz
Lola Young

Luise Berner
Jeanette Fisher
Sandy Lineberry
Rosemary Sieck
Sandy Watmore

Ruth Bohmont
Murd Holland
Linda Pence
Anna Simmons
Carla Werner

Absent:

Sherry Warren

Rhonda Zugmier

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the April 7, 1993, Executive Board Meeting were approved as printed.

CORRESPONDENCE:

President Bennetch received "thank you" notes from Kay Hartmann and Doris Lesoing about the Past Presidents and Awards Presentation Luncheon. Claudia Price-Decker sent a "thank you" and her appreciation on receiving the Floyd S. Oldt Silver Pen Award. Clarice Orr sent a "thank you" from the RUN Program for our donation to their workshop.

ANNOUNCEMENTS:

President Bennetch announced Annual Reports are due on May 21, 1993.

The Chancellor's office has agreed to provide \$100 to each of the seven UNOPA members attending the NAEOP Annual Conference and Institute in Tucson, AZ.

Kathy Bennetch and Michelle Sieber attended the May 5th Deans and Directors Meeting. Nancy Myers, Employee Assistance Program, outlined the Emergency Loan Fund (ELF).

Agenda items discussed at the meeting included: the revised smoking policy; a new wellness program; several health related issues; referrals for in home day care; and voice mail messages. The Chancellor voiced his displeasure of "canned" voice mail messages. Chancellor Spanier prefers we answer questions ourselves rather than transfer callers several times. He urged all employees to be more personable.

NEOPA Past President Joyce Graybill was chosen the National Educational Office Professional of the Year. She will be honored at the NAEOP Conference in Tucson.

TREASURER'S REPORT:

Beginning balance April 1, 1993:	\$4,162.11
Income	456.72
Expenses	2,054.88
Ending balance, April 31, 1993:	\$2,563.95

UNFINISHED BUSINESS:

SUMMER SOCIAL: Dora Dill, Chair, has suggested a salad supper some time in July.

Final results of the Bylaws change to Article V - Committees, Section 1 are:

119 yes votes

7 no votes

3 VOID Ballots (one blank, two late)

Motion approved. Effective immediately - 5/5/93.

"ELF" Ad Hoc Committee Members are Kathy Bennetch, Jan Harris, Jan Wassenberg, Ruth Bohmont, Bill Cords, and Nancy Myers.

NEW BUSINESS:

The State Patrol has contacted President Bennetch regarding the SHARP Program (Sexual Harassment (tactics), Prevention, and Harassment in the work place). Ken Cauble announced the UNL Police Department has two certified trainers to make presentations on campus this summer and fall for employees and their families. They are Lisa Yardley and Larry Kalkowski.

ADJOURNMENT:

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Linda Pence".

Linda Pence, Recording Secretary

CORRESPONDING SECRETARY
ANNUAL REPORT 1992-93

Throughout the academic year I sent out the following cards for a total of 36 :

Baby	2	Sympathy	8
Get Well	8	Thinking of you	7
Retirement	8	Congratulations	1
Thank you	2		

Articles for the Fall, Winter, Spring and Summer NEON were submitted detailing activities of UNOPA.

April was the Past Presidents and Honored Retirees Recognition Luncheon. It is the Corresponding Secretaries responsibility to coordinate this luncheon, which includes sending letters to invite the past presidents and honored retirees; ordering the corsages for those in attendance, and introducing them at the luncheon. 14 out of 30 past presidents were in attendance.

I coordinated travel arrangements for NEOPA's Fall Conference in Millard, NE, 12 UNOPA members attended; the Central Area Professional Development Day in Springfield, IL, 8 UNOPA members attended; NEOPA's Spring Conference in Omaha, NE, 15 UNOPA members attended; and the NAEOP Annual Conference in Tucson, AZ, 7 UNOPA members will attend. Affirmative Action Office paid for transportation and registration fees for these conferences.

Corresponding Secretary kept me busy this year and I enjoyed it very much, I want to thank the membership for giving me the opportunity to serve on the board. It helped me become involved in NEOPA and NAEOP, where I have met other people throughout the State. I look forward to next year continuing to be involved in UNOPA.

Respectfully submitted:

LaRita Lang
Corresponding Secretary 1992-93